

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR INTERNAL AUDITOR

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 2864

OVERVIEW

The Finance Division provides an integrated program of budget planning, asset management, accounting, procurement, contract development and management, treasury services, and auditing for the State of California's judicial branch of government. It also provides accurate and timely financial data to the legislative and executive branches and other constituents.

The mission of Internal Audit Services is to assist the Judicial Council and its staff agency, the Administrative Office of the Courts, and all members of the judicial branch in the effective and efficient discharge of their administrative and operational responsibilities.

RESPONSIBILITIES

- Review and analyze operations of audit areas and prepare working papers to document work performed;
- Provide on audits assigned the on-site lead direction, training, and work review; organize and assign work, set priorities, and follow up to ensure coordination and completion of the assigned audit;
- Review audit issue write-ups and prepare the draft audit report;
- Discuss all identified issues with management of area under review to ensure correctness and accuracy prior to submission of draft report to audit management;
- Responsible for completing the wrap-up and filing of audit working papers;
- Assist in or conducts audit entrance and exit conferences with management of areas under audit;
- Updates existing audit programs for policy or procedural changes for audit management review;
- Prepare audit programs in new or complex audit areas for audit management review;
- Evaluate policy, procedure, and legislation changes for impact on Judicial Branch policies and procedures; and Audit programs; and
- Prepare performance reviews of auditors assigned after each audit engagement.

QUALIFICATIONS

Equivalent to possession of a bachelors degree, preferably with major course work in accounting and three years of professional auditing experience, including one year of lead experience for those positions identified as lead.

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), Practices, and Procedures;
- Generally Accepted Government Auditing Standards (GAGAS);
- Generally Accepted Auditing Standards (GAAS), specifically with regard to audits of financial statements of state and local government; and

- Automated financial system applications.

This position requires travel statewide and may require evening and weekend hours. A valid California driver's license is required.

OR

One year as an Internal Auditor with the judicial branch.

Additional directly related experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

HOW TO APPLY

This position requires the submission of our official application and response to a supplemental questionnaire. Resumes without these materials will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAYMENT & BENEFITS

SALARY RANGE: \$6,055 - \$7,726 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
for
SENIOR INTERNAL AUDITOR
Job Req #002864**

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. Your answers to all of the questions should be no longer than three pages in total. In each of your responses, please indicate for which employer you performed these functions.

1. Please describe your audit experience. Elaborate on your level of responsibility for the audits that you participated in and at what level of client management did you communicate.

2. Please outline the steps you would take in conducting an audit risk assessment. If you have prepared such an assessment in a previous organization, please elaborate.

3. Please describe your experience in writing customized audit programs.

4. Describe your experience supervising staff, training, and reviewing the work of others. Please include your job title, size of the team and the scope of your responsibilities.